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Name and address

Utah State Tax Commission  
**Utah Withholding Return**

**TC-941**

Rev. 12/08

☐ Check here to stop  
receiving paper forms

☐ Check here to close  
your account

Utah Account ID

Federal EIN

Tax Period

● From (mmddyyyy) ● To (mmddyyyy)

Due Date (mmddyyyy)

☐ Check if AMENDED  
(replacement, not net difference)

1. Utah wages, compensation, and distributions for this period ..... ● 1 .00

2. Federal tax withheld this period on wages reported on line 1 ..... ● 2 .00

3. Utah tax withheld this period ..... ● 3 .00

For payment instructions, go to **tax.utah.gov** or use TC-941PC (coupon).

Under penalties provided by law, I declare, to the best of my knowledge, this return is true and correct.

Signature

X

Date

Phone no.

TC-941 Rev. 12/08



● \_\_\_\_\_  
USTC use only

## GENERAL INSTRUCTIONS

This packet contains the current year forms needed to report and pay Utah payroll withholding or mineral production withholding tax. You may file and pay electronically at **withholding.utah.gov**. The website also has workshops, FAQ's, mineral production withholding definitions, substitute form requirements, and other helpful resources.

### Income Subject to Utah Withholding (see Pub 14, Utah Withholding Tax Guide)

Utah income tax should be withheld for:

- Wages paid to employees performing services in Utah,
- Wages paid to Utah residents working outside Utah,
- Gross production payments to working interests, royalty interests, or overriding royalty owners for mineral production in Utah, and
- Payments reported on forms 1099, or as required under UC §59-10-405.

### When to File

You must file a return every quarter even if there is no tax liability. Your Utah withholding tax license may be revoked if you fail to comply with filing and payment requirements.

Most withholding accounts file returns quarterly, but pay either monthly or quarterly based on amount withheld. Monthly payers file their return each quarter, but pay withholding tax each month. Use the Monthly Payer Worksheet to calculate the amount due and paid. Quarterly filers both file a return and pay withholding tax each quarter.

Monthly and quarterly payers file returns each quarter by the last day of April, July, October, and January.

Annual filers file a return and pay withholding tax by January 31st. You are an annual filer if you had household employees and filed Form 1040 Schedule H with your federal income tax return.

You can file and pay electronically at **withholding.utah.gov**.

**Changes in Reporting Periods** The Tax Commission reviews accounts annually and sends a new packet if your filing frequency changes.

## Line Instructions:

- Line 1 Enter all wages, compensation and distributions paid to employees or payments made to working interests, royalty interests, and overriding royalty owners during this period.
- Line 2 Enter the amount of federal tax withheld during this period on wages reported on line 1.
- Line 3 Enter the amount of Utah tax withheld during this period on wages reported on line 1.

**Amended Return, TC-941** Use a TC-941 to amend a previously filed return. Forms are available at **tax.utah.gov/forms**.

- Check the AMENDED box and include your Utah Account ID, Federal EIN, and the tax period you are amending.
- Enter the total corrected amounts, not the amount of the adjustment.
- If you owe additional tax, pay that amount plus interest from the original due date to the date amended. Unpaid balances will result in additional penalties and interest. See Pub 58, Utah Interest and Penalties.
- If you are due a refund, include a letter stating if you want the refund sent to you or credited to a future period.

**Note:** If you amend a return after filing the annual reconciliation, you must also file an amended reconciliation, form TC-941R.

**Mailing Coupons and Payments** Make checks or money orders payable to the Utah State Tax Commission and mail with the original coupon

Mail to: Utah State Tax Commission  
210 N 1950 W  
Salt Lake City, UT 84134-0100

For additional information see Pub 14, Utah Withholding Tax Guide.

To make changes to your account, use form TC-69C, Notice of Change for a Tax Account available at **tax.utah.gov/forms** or by calling 801-297-6700 or 1-800-662-4335 ext. 6700.

## Monthly Payer Worksheet

1. Total payments for the first month of the quarter .....	
2. Total payments for the second month of the quarter .....	
3. Total payments for the third month of the quarter .....	
4. Total payment (add lines 1, 2 and 3) .....	
5. Total amount owed for this quarter .....	
6. Amount due with this return (subtract line 4 from line 5) .....	